

ARIZONA PUBLIC SAFETY COMMUNICATIONS COMMISSION

Summary of Minutes

February 26, 2008

Voting Members Present:

Danny Sharp, Chief of Police, Oro Valley Police Department (Chairman Designee)
Marcus Aurelius, Emergency Management
Michael Brashier, Communications Manager, City of Casa Grande
Amy Brooks, Captain, Apache Junction Fire Department
Hal Collett, Sheriff, La Paz County/Arizona Sheriff's Association (**via conference call**)
Jan Hauk, Past President, Arizona Fire District Association Representative
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Patrick Quinn, Deputy Chief, Tucson Fire Department
Dan Wills, Battalion Chief, Sedona Fire District
Mike Worrell, Captain, Phoenix Fire Department

Voting Members Absent:

David Felix, Deputy Director, Arizona Department of Public Safety (Chairman)
Chris Cumiskey, Director, Government Information Technology Agency
Leesa Morrison, Director, Arizona Department of Homeland Security
Kathleen Robinson, Assistant Chief, Tucson Police Department
Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

PSCC Support Office Attendees:

Curt Knight, Executive Director, Public Safety Communications Commission
Wayne Kincheloe, Engineer II, Public Safety Communications Commission
Jim Jertson, Publications Editor, CORE/Public Safety Communications Commission
John James, Marketing Specialist, Public Safety Communications Commission
Renee Larson, Administrative Services Officer, Public Safety Communications Commission
Evelyn Jablonski, Executive Assistant, Public Safety Communications Commission

Call to Order and Roll Call

The meeting was called to order at 1:02 p.m. by Chairman Designee Danny Sharp. Roll call was taken by Ms. Evelyn Jablonski as noted above and a quorum was declared present.

Approval of Regular and Executive Session Minutes from January 22, 2008

Chairman Designee Sharp called for a motion to approve the January 22, 2008 regular session minutes. Commissioner Patrick Quinn motioned to approve; Commissioner Dan Wills seconded and motion passed unanimously.

After review and with no comments or changes made, Commissioner Wills motioned to approve Executive Session January 22, 2008 minutes. Commissioner Quinn seconded and motion passed unanimously.

Open Meeting Law Briefing

Ms. Lisa Maxie-Mullins, Assistant Attorney General and a member of the Arizona Open Meeting Law team, provided a brief overview on open meeting law requirements. The following main topics were discussed: 1) notice of public meetings and agenda requirements, 2) call to the public, 3) executive sessions, 4) splintering the quorum, 5) conflict of interest, 6) ex parte communications, 7) recent changes to Arizona open meeting law, and 8) violations of open meeting law. Most importantly, she advised “All decision making must be carried out in public.”

Super Bowl Interoperability Planning – After Action Report

Mr. Jesse Cooper, Phoenix Police Department, and Commander Denny Bennett, Glendale Police Department, co-chairs of the Super Bowl Interoperable Communications Subcommittee, provided an after-action report to the Commission of Super Bowl XLII on the following items: 1) activities that went well, 2) activities to improve upon, 3) innovative processes, and 4) special thanks.

Commissioner Tracy Montgomery extended her appreciation and thanks to Mr. Cooper, Commander Bennett, and to all who were involved for all their hard work associated with the Super Bowl radio interoperability planning and coordination efforts. She felt this was a huge success and felt it reflected positively on the region and displayed our willingness to cooperate with one another.

Commissioner Mike Worrell and Chairman Designee Sharp also extended their appreciation to Mr. Cooper and Commander Bennett for a job well done and for the statewide cooperation that resulted from this event.

State Budget Request Process and Schedules

A brief overview was provided by Mr. Phil Case, Department of Public Safety Budget Officer, on the PSCC’s operating budget for Fiscal Years (FY) 2005 – 2008, requested funding for FY 2009, DPS’ budget request process and timeline schedule for submission of budget items, as well as the Governor’s budgetary recommendation for FY 2009.

Mr. Case reviewed the history of the PSCC budget (funding applied and a narrative description) for Fiscal Years 2005 through 2008 as taken from the Appropriations Report and produced by the Joint Legislative Budget Committee. As a note, the PSCC budget is a line item under the Department of Public Safety’s (DPS) overall budget. Funding appropriated to the PSCC can only be used for PSCC and cannot be used for other DPS budget functions.

Mr. Case explained in FY 2005, in addition to the \$2 million that was initially appropriated to the PSCC as their initial start up budget, a non-lapsing appropriation of \$3 million was added to the PSCC budget from the General Fund to address public safety interoperability. He reported that although not directly associated with the PSCC budget but critical to the overall interoperability efforts the upgrade to the microwave backbone is being funded by legislative appropriations and federal Department of Homeland Security grant monies.

Mr. Case reported a cut of \$200,000 is anticipated to the PSCC’s operating budget in Fiscal Year 2008. He didn’t anticipate this would impact the PSCC staff as they are authorized for 9 FTE’s

with only 6 or 7 of those positions currently filled; however, it is uncertain at this point. He advised it was unknown if this would be a one-time occurrence in FY 2008. Further cuts to the PSCC budget are uncertain for FY 2009.

Additional monies appropriated to PSCC include \$2.2 million in FY 2008 for the detailed design phase. A budget request of \$4.5 million was requested for the expansion of the demonstration project for FY 2009 but has not been granted. In conclusion, Mr. Case reported the Governor's budget narrative recommends \$50 million be appropriated through a lease-purchase financing mechanism under the control of the Government Information Technology Agency per a proposal to transfer the Public Safety Communications Commission to this agency.

Mr. Case outlined the DPS budget development process (April – September timeline), formulation and compilation of those requests, prioritization by DPS Executive Staff, and ultimate submission to the Governor's Office. He advised an internal timeline has not yet been developed for the budget request process this year; however, in September 2008, Fiscal Years 2010 and 2011 operating budget requests would be due. He reported by statute, DPS applies for 2 budget years of funding; however, it is anticipated only one budget year would be reviewed due to the current budget crisis faced by the state. No comments or questions arose.

Demonstration Project - Updates

Mr. Knight provided an update reference the Demonstration Project activities:

- 1) purchase of portable radios for use on the Phoenix and Yuma systems,
- 2) Intergovernmental Agreements between DPS/Phoenix and DPS/Yuma are fully executed to expand their existing systems on White Tank (Phoenix) and Oatman (Yuma) Mountains,
- 3) fund transfer of monies (total of \$1.5 million) from PSCC (DPS) for regional expansion of the Phoenix Regional Wireless Network (PRWN) and Yuma Regional Communications System (YRCS) completed,
- 4) contract between DPS, Motorola, Phoenix, and Yuma for the Inter Subsystem Interface (ISSI) system infrastructure is still being reviewed and negotiated,
- 5) equipment procurement on schedule related to fund transfer from PSCC,
- 6) capital and non-capital equipment orders are underway for upgrades collectively funded through DPS Wireless Systems Bureau and PSCC, and
- 7) a group of individuals from PSCC, DPS (WSB), Phoenix, Tucson, and Yuma (via conference) attended a kickoff meeting in Schaumburg, Illinois to learn of the development on the Project 25 Inter Subsystem Interface (ISSI) from the Motorola system engineers reference integration of the Phoenix and Yuma systems.

Conceptual Design – Updates

Mr. Ron Bosco, President, Federal Engineering, provided an overview on the Conceptual Design and Request for Proposal (RFP) process. He advised the Conceptual Design Report is currently in the review stages with the PSCC staff and indicated the focus is centered on 1) the Arizona Interagency Radio System (AIRS), 2) linking to local/regional systems via the state microwave backbone, and 3) a system-of-systems approach utilizing local partnerships, leveraging of other investments as well as a 700 MHz overlay for areas not covered. He advised the system-of-systems approach is becoming a best practices method.

He reported the next step is the RFP development process inclusive of two components: the detailed design of the system and then the implementation/construction of the system. He indicated the implementation phase will be optional due to an unknown funding stream; however as funding becomes available, the implementation can begin without having to go out for bid again.

Per Mr. Case's presentation, September is the timeframe for submission of our budget request and also the time period to receive responses back from the vendors reference the RFP. Mr. Bosco reported between now and September we should be finalizing the design, releasing the RFP to the vendors in May, followed by obtaining and evaluating responses, selecting a vendor, and reaching an agreement on the contract. In September, we should be ready to start the detailed design process and hopefully funding will follow.

Commissioner Wills expressed his concern over the system of systems approach providing the coverage needed and required by the state, trunk failures, loss of redundancy, the absence of a state-owned system in the design, and the absence of a governance structure in place. He felt we should agree on a "balance point" between both approaches: system of systems and a state overlay. Addressing the technology aspect, Mr. Bosco felt the basic concept was to leverage assets utilizing the current systems and infrastructure, avoiding duplication of systems, cost and efforts.

Mr. Knight advised we need to decide quickly if the system-of-systems approach is or is not the approach we should be moving forward with since we have already allocated monies (PSIC dollars) for future planning and the Demonstration Project. Commissioner Wills agreed. No further discussion took place.

Statewide Communications Interoperability Plan (SCIP) - Executive Summary and its Timeline

Mr. Knight reported a text version is currently being displayed on the website of the SCIP's Executive Summary. Mr. Jim Jertson, DPS Publications Editor, was asked to visually enhance the final version of this document which will be posted on the PSCC website later this week. No content changes were made to the document, only visual enhancements. Mr. Knight thanked Mr. Jertson for his initial and final work on the Executive Summary.

Mr. Knight advised he requested the assistance of Mr. John James, PSCC Marketing Specialist, to begin development of a reporting structure for the SCIP timeline activities, i.e., proposed SCIP elements, responsible party, target dates, etc., to be used as a mechanism for reporting the progress of these activities. Mr. James provided the commissioners with a draft document of a proposed reporting structure asking if the information listed would be beneficial or if additional information was needed.

Commissioner Marcus Aurelius suggested reporting reference funding associated with the various initiatives, award amount, percentages expended, fund usage, and deadlines so the Commission would be more informed. Chairman Designee Sharp desired that the information be meaningful and informative to the Commission while simultaneously fulfilling our reporting requirements.

Mr. Knight requested input or examples from the Commission on how best to display this information (text or table/chart-type format) to them. Commissioner Aurelius advised he could obtain an example of a reporting structure used by the Urban Area Security Initiative (UASI) group.

Governance Committee – Report to the Commission

Mr. Knight reported the Governance Committee held its kickoff meeting on February 12 chaired by Deputy Director David Felix and seven additional members attending as listed below.

Cathy Allen, Commander, Coconino County Sheriff's Office
Gary Bradbury, Assistant Chief, Mesa Fire Department
Tracy Montgomery, Assistant Chief, Phoenix Police Department
Georgene Ramming, Chief, Criminal Justice Support Division
Greg Wilkinson, Assistant Director ITS and Telecomm, City of Yuma
Paul Wilson, Captain, Pima County Sheriff's Office
Greg Smith, Captain, Mohave County Sheriff's Office

Mr. Knight indicated Chairman Felix was also interested in recruiting 1 or 2 additional committee members with one of those individuals being a tribal representative.

Discussion of initial activities and assignments of the Governance Committee included development of a Vision statement due before the next Governance Committee meeting, establishing committee priorities (timetable of activities), calling out who and what was to be governed and by whom, seeking opportunities for better coordination and leveraging of funds for the benefit of all, and the development of a Statement of Work contract document.

A drafted Statement of Work document reference deliverables for contract support was distributed to committee members at the kickoff meeting for review and comments. Edits were received and incorporated and Statement of Work is now complete. It is desired to have a contractor selected and be in place prior to or by the next proposed meeting date of March 12 or 13. Next meeting date should be finalized soon.

Excerpts of written material (handouts provided) on the governance history, desired structure and outcome were taken from the Concept of Operations report and the Statewide Communications Interoperability Plan and reviewed with the Committee to educate and inform them of Arizona's desired characteristics for a governance structure.

Legislative Issues

Mr. Knight reported House Bill (HB) 2748 has been drafted to transfer the responsibility of the Public Safety Communications Commission from DPS to the Government Information Technology Agency (GITA). He advised the Bill has been moved to the House Natural Resources & Public Safety Committee with no scheduled hearing to date.

Several commissioners voiced their surprise and concerns over the proposed transfer of PSCC to GITA, i.e., the benefit to be gained by this transfer, the possible additional high-level of bureaucracy and administrative oversight, loss of operational impact, the separation of projects

(the microwave component) associated mainly with DPS but ultimately would support the PSCC's efforts, continuity of project design due to possible loss of key personnel, and removal of operational and technical influence from the Commission.

Chairman Designee Sharp expressed the need for all to become more informed of the Bill's intent and purpose.

Date, Time and Location of Next Meeting

Mr. Knight asked for the Commission's input on frequency (monthly or return to quarterly) of PSCC meetings. Commissioner Wills felt we should continue with a monthly meeting schedule due to the current activities of the Commission. No other comments were made. Mr. Knight advised our next monthly meeting is scheduled for Tuesday, March 25, 2008.

Call to the Public

No comments or questions arose.

Recommendations for Future Meetings

Commissioner Aurelius felt it would be beneficial to obtain further information and status of House Bill 2748. Chairman Designee Sharp suggested perhaps we could ask the DPS Legislative Liaison to provide a briefing to the Commission on this legislative issue. Mr. Knight advised he would make contact with him and possibly schedule on the agenda for next meeting.

Adjournment

Chairman Designee Sharp called for a motion to adjourn. Commissioner Wills moved to adjourn with a second motion made by Commissioner Montgomery. Motion carried unanimously. Meeting adjourned at 3:05 pm.